

CALIFORNIA STATE LIBRARY
FY 2010/11
LSTA COMPETITIVE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. **Library/Organization**
Oxnard Public Library
2. **Internet Web Site Address**
http://www.oxnard.org
3. **Project Coordinator Name & Title**
Kristina Wroten Librarian I
4. **Email Address**
Kristina.Wroten@ci.oxnard.ca.us
5. **Business Phone Number**
(805) 240-7309
6. **Fax Number**
(805) 385-7526
7. **Mailing Address**
- | PO Box or Street Address | City | State | Zip |
|--------------------------|--------|-------|-------|
| 251 South A Street | Oxnard | CA | 93030 |

Project Information

8. **Project Title** I.M.P.A.C. T. (Improving Mobility and Patron Access to Current Technology)
9. **LSTA Funds Requested** \$104,000
10. **Cash Match** \$0
11. **In-Kind** \$32,235
12. **Total Project Cost** \$136,235
13. **Federal Library Services & Technology Act (LSTA) Purpose** (Check one purpose which best describes the project)
- Developing library technology, connectivity and services
- Providing targeted services to diverse populations or persons who have difficulty accessing services
- Providing services to promote life-long learning
- Developing public and private partnerships
14. **California's FY 2010/11 LSTA Goals** (Check all that describe the project)
- Literacy and Educational Support
- Responsive Changes in Library Services
- Digital Preservation and Resource Sharing
- Technology Access for All
- Access and Accessibility
15. **Number of persons served** (The number of persons who use or will benefit directly from this project) 15,000
16. **Congressional District (s) number** 23, 19
17. **Primary Audience for project** (Check at least one, maximum of three)
- | | |
|---|--|
| <input checked="" type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees |
| <input checked="" type="checkbox"/> Children | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Institutionalized persons | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public |
| <input type="checkbox"/> Non/limited English speaking persons | <input type="checkbox"/> Urban populations |
| <input type="checkbox"/> People with special needs | <input checked="" type="checkbox"/> Young adults and teens |
| <input type="checkbox"/> Pre-school children | |

18. **This signature certifies that I have read and support this LSTA Competitive Grant Application.**

Director Name: Barbara J. Murray

Mailing Address (if different from above) _____ City _____ Zip _____

Director Signature: _____ Date: _____

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your strategic plan, and what will be accomplished if this project is implemented. Should relate to activities in the timeline (Element 4) and include statistical info to support project.

Limit to one page and use 12 point font.

The Oxnard Public Library, located in downtown Oxnard, is positioned in a central location for a diverse community including students, business owners, migrant families, and more to utilize all of the electronic resources and services that promote lifelong learning. Our mission is to provide free and equal access to these resources, but changes in technology and the economy present challenges to their enhancement. The Oxnard Public Library currently provides free internet access, but this access is hindered due to the increasing amount of use in the busy, overcrowded computer lab causing extended wait times, preventing some from getting any extra computer time to accomplish tasks, many of which are critical such as filling out job or school applications, and preventing others from getting on at all due to lack of availability. Access is also hindered due to the physical limitations of the computer lab and the lack of wireless internet since all online communication and resources are only accessible from one location inside the library. Staff also report that they are regularly referring patrons who want to use their own laptops and portable devices to other locations because of the lack of wireless access.

In an effort to investigate and document challenges, the library has turned to the community, English and Spanish speaking, both library users and non-users alike to identify key issues needing to be addressed and improved. In a 2008 Oxnard Public Library Community Survey, it was discovered that 87.4% said that someone in their household used the Oxnard Public Library in the last year and 49.4% use the library to access the Internet, but only 35.4% strongly agreed that library computers are generally available to them. Also, out of a possible 16 items listed as priorities for improvement, the need for more internet computers ranked 2nd on the list, at 78.9 %, only behind the need for additional books. These responses, staff experiences, focus group input, and a technology needs assessment in our Technology Plan, have led to technology, both current and emergent, being a crucial issue in the library's Strategic Plan.

Increasing electronic access is the goal and since doubling the size of the computer lab is not financially physically feasible without eliminating space for books, the I.M.P.A.C.T. (Improving Mobility and Patron Access to Current Technology) project will double the access with the installation of a wireless network and the addition of 35 portable Netbooks available to check out. This achievement would produce 35 additional computers resulting in as much as 5,880 additional hours of available computer time per week. New and informative computer classes will be taught using the Netbooks. With the wireless network, patrons will now have the flexibility to access the internet and other electronic resources with borrowed library Netbooks or their own portable devices from anywhere inside the library with the safety of internet filters still in place. For example, students can work on projects in groups using both print and online resources together, currently not an option in the computer lab which limits one to a computer. Since our user's daily tasks and assignments don't always fit conveniently into the library's schedule, we will go even further and take the library and its electronic resources into the homes, schools, and offices of our users 24 hours a day by allowing them to check out the Netbooks for use outside of the library as well.

In addition to these accomplishments, all of which meet electronic access needs, the I.M.P.A.C.T. project is also right in line with the other 5 crucial issues identified in our Strategic Plan: 1. Community and keeping the focus on the community. This project is a direct result of community need and feedback. 2. Finance and pursuit of external funding opportunities. 3. Outreach to the community. Outreach efforts will improve as staff use the wireless Netbooks as tools to increase awareness of resources through their demonstration at schools, festivals, and other outreach opportunities. 4. Facilities and the need to examine alternative models for delivering services. Acquiring Netbooks are a creative way to expand service and increase facility use without having to expand the building. Installation of a wireless network in our facility also sets us up for success as it lays the foundation for future technology that we choose to add. 5. Change and the need to respond to service demands. We consider the I.M.P.A.C.T. project to be that proactive response to bridging the informational gap.

ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. Limit to two pages and use 12 point font.

Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.

Under the Oxnard Public Library's I.M.P.A.C.T. project, a wireless network will be installed and 35 wireless Netbooks will be acquired for patrons to check out, significantly increasing the availability of access to the internet, the library's electronic resources, word processing, and other software, and reduce the burden of overcrowding in the current computer lab. The new wireless services and Netbooks will also provide the flexibility patrons and staff need for programming and training, and the ability to access electronic resources from anywhere, all creating a more dynamic learning environment.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.

There are two major facets involved in the implementation of the I.M.P.A.C.T. project, the installation of a wireless network and the acquisition of 35 Netbooks. This is a vital project that requires thoughtful planning and it will be accomplished in the following steps:

1. Establish a tech team consisting of the grant librarian, Computer Network Engineers, and other interested staff to discuss the implementation process, and the security of the wireless network and Netbooks. The tech team will also address questions and concerns from staff and ensure that all staff remain fully informed of activities involved in the project.
2. Create policies and procedures for this new service that addresses: checking out Netbooks, access to the library's wireless network, user agreement for access to wireless services and Netbooks, damaged and overdue Netbooks, and a fee schedule associated with late, damaged or lost equipment. The tech team will also discuss procedures for checking returned equipment, daily recharging, delivery of updates, and storage.
3. All wireless network and Netbook use policies and procedures will be approved by the Oxnard Public Library Board of Trustees. The changes will be updated in the Circulation Policy as well as the library's Collection Development Policy.
4. Acquisition and installation of the wireless network using Verizon Business Systems. This includes the installation of two 24 Port CISCO 3750 POE Switches and two 48 Port CISCO 3750 POE Switches, fiber optics backbone data, and the configuration of 19 access points.
5. National Lan Exchange will install a Bluesocket high performance wireless 2200 centralized controller to our Sirsi/Dynix ILS system for user authentication. Patron authentication will help to ensure security and to ensure the library remains CIPA compliant.
6. Purchase 35 Netbooks and Office Suite software. The Netbooks purchased will be compatible with all of the library's existing hardware and contain durability features such as solid state technology in which there are no internal optical drives or internal moving parts, rubberized casing, mylar shield keyboards to make them spill proof, and anti-microbial keyboards.
7. Purchase Computrace for Netbooks from Absolute Software. This is an anti-theft system that allows the Netbooks to be located if they were stolen. It also has the ability to allow the Computer Network Engineers to remotely remove data or freeze missing or stolen computers.
8. Purchase Faronics DeepFreeze which is a product that helps to eliminate Netbook damage and downtime by making computer configurations indestructible.
9. Purchase McAfee Family Protection Software that allows parents more control over what their children view over the internet, even while using Netbooks outside of the library.
10. Purchase mobile storage carts for the Netbooks that will safely and securely store the equipment when not in use. The storage carts will also serve as charging stations and deliver updates while on the cart.
11. Computer Network Engineers will install software and updates to the Netbooks. Using Symantec Ghost software, they will configure one Netbook to Oxnard Public Library standards, then clone and image the

remaining 34 Netbooks for public use.

12. Test Netbooks and other portable devices with the wireless network to ensure software, user authentication, and filtering is properly working.

13. Train library staff on wireless access and Netbook policies and procedures as well as equipment use.

14. Create curriculum for Netbook public training classes.

15. Publicize new services/resources through flyers and posters inside the library, through the use of the City of Oxnard's Public Information Officer, the City of Oxnard's television channel, and on the library's website and Facebook page.

16. Monitor wireless access and Netbook usage with staff documenting questions and concerns from patrons.

17. Provide demonstrations to the Library Board, Teen Council, and during outreach at the annual High School Career Fair and the City's festivals.

18. Add public Netbook training courses to the monthly computer class schedule and survey students after each class to measure changes in skill level.

19. Evaluation of new wireless network and Netbook access by public and staff through the use of surveys and documented comments.

C. Anticipated Project Outputs – Measures of service or products provided.

- 5,880 hours of additional computer time per week will be available.
- 100 patrons per week will use use the new Netbooks.
- 100 patrons per week will access the wireless network with Netbooks, laptops, or other portable devices.
- 6 total Netbook training classes will be held.
- 1 wireless network with 19 access points will be installed.
- 35 Netbooks with wireless capability will be purchased

D. Anticipated Project Outcome(s) – what change is expected in the target audience's skills, knowledge, behavior, attitude, and status or life condition. How will you measure these outcomes?

- By July 1, 2011 there will be up to a 70% increase of community members using the library to access electronic content. Since our wireless network and Netbooks will be authenticated, we will be able to track the amount of individuals logging in to our system and compare it to current usage. We will also track the number of Netbooks checked out.
- By July 1, 2011 there will be a 50% increase of "user fulfillment" for accessing the library's electronic resources. We will measure this through surveys given to those who ask for wireless access and upon return of borrowed Netbooks. It will inquire about pre and post user perception.
- By July 1, 2011 there will be a 50% increase of user knowledge of wireless capabilities and increase in skill level of using wireless Netbooks. We will measure this through surveys given out after computer classes. They will assess changes in skill level and user knowledge from before to after the computer class.

E. Complete the following sentence. This project will be successful if:

the Oxnard Public Library becomes a place where all members of the community can not only rely upon but expect to obtain the tools needed to gain barrier free electronic access. We envision a flexible learning environment with users accessing electronic information from anywhere and using print and online resources simultaneously to maximize their access to organized knowledge.

ELEMENT 4: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	2010												2011						
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Tech team meets and prepares for implementation	X																		
Create policies/procedure for Netbook use and wireless access		X																	
Present new wireless access and Netbook procedures and policies to Library Board of Trustees for approval			X																
Verizon Business Systems will install a wireless network with 19 access points			X																
National Lan Exchange will install Bluesocket to authenticate wireless access and ensure filtering			X																
Purchase 35 Netbooks					X														
Purchase Office Suite software for each of the 35 Netbooks					X														
Purchase Computrace for Netbooks from Absolute Software for anti-theft measures				X															
Purchase Faronics DeepFreeze to help eliminate damage to computer configurations				X															
Purchase McAfee Family Protection Software for greater control on what is viewed on the internet.				X															
Purchase security and storage units for Netbooks which will also serve as charging stations				X															
Install software and updates to Netbooks and configure devices to Oxnard Public Library Standards									X										
Test Netbooks with wireless network to ensure software, wireless access, user authentication, and filtering is working properly									X										
Tech team members will train staff on new procedure/policies and how to use new equipment.										X									
Create curriculum for public Netbook training classes										X									
Publicize new wireless access service and new Netbooks available for users to check out											X								
Monitor wireless internet and Netbook use and document questions and issues											X								

ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D JFKIDD	Column E Total (B+C+D)
Salaries & Benefits				
Librarian I	\$0	\$0	\$3,000	\$3,000
Computer Network Engineers	\$0	\$0	\$10,500	\$10,500
Administrative Staff	\$0	\$0	\$6,735	\$6,735
Other Staff	\$0	\$0	\$12,000	\$12,000
Subtotal	\$0	\$0	\$32,235	\$32,235

Explanation:

- Librarian I: time spent on project preparation, purchasing items, training staff and patrons, outreach events, demonstrations, and fielding questions from the public and staff.
- Computer Network Engineers: time spent on project preparation, overseeing the installation of a wireless network and the addition of Netbooks, the testing of the network and equipment, the training of patrons and staff, daily troubleshooting and maintenance of the equipment, and fielding questions from the public and staff.
- Administration: oversight of the entire project by the Information Reference Supervisor, Support Services Supervisor, and Library Director. Also includes the library's Graphic Artist for time spent creating promotional materials and instructional brochures.
- Other Staff: time spent for those staff that will be checking out/in the wireless Netbooks on a daily basis, fielding questions, cleaning equipment upon return, and performing minor equipment troubleshooting.

Materials				
35 Netbooks and Office Suite for each of the 35 Netbooks	\$19,600	\$0	\$0	\$19,600
Mcafee Family Protection Software	\$1,400	\$0	\$0	\$1,400
Faronics DeepFreeze Software	\$2,000	\$0	\$0	\$2,000
? Netbook Storage and Security Carts	\$8,000	\$0	\$0	\$8,000
Subtotal	\$31,000	\$0	\$0	\$31,000

Explanation:

- 35 Netbooks are for users to check out. They will include durability features such as solid state technology with no internal optical drives or internal moving parts, rubberized casing, mylar shield keyboards to make them spill proof, and anti-microbial keyboards. The Office Suite software for each of the Netbooks will meet the word processing needs of our users.
- Mcafee Family Protection is software for each of the Netbooks that allows parents more control over what their children view over the internet even as they use the Netbooks and internet outside of the library. It includes web blocking, program blocking, e-mail management, social networking control, instant messaging control, time limits, and alerts.
- Faronics DeepFreeze software helps eliminate Netbook damage and downtime by making computer configurations indestructible.
- The 2 Netbook storage and security carts will safely store the Netbooks when not in use with a secure locking system, as well as serve as a charging station and deliver updates while on the cart. Each cart holds approximately 25 Netbooks.

Equipment (Items over \$5,000 per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:

Operating Expenses

Column A Budget Category	Column B EST.	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D+E)
Contracted Services				
Verizon Business Systems	\$36,000	\$0	\$0	\$36,000
National Lan Exchange	\$35,000	\$0	\$0	\$35,000
Absolute Software	\$1,800	\$0	\$0	\$1,800
	\$0	\$0	\$0	\$0
Subtotal	\$72,800	\$0	\$0	\$72,800
Explanation:				
<ul style="list-style-type: none"> •Verizon Business Systems: labor and installation costs for installing a wireless network which includes two 24 Port CISCO 3750 POE switches, two 48 Port CISCO 3750 POE switches, fiber optics backbone data hardware, and 19 access points throughout the library. •National Lan Exchange: labor and installation costs for installing a Bluesocket high performance wireless 2200 centralized controller to our SIRSI/DYNIX ILS System for patron authentication and internet filtering. It also includes access point mounting kits for each of the 19 access points, configuration of the Bluesocket controller, and an SSL Certificate. •Absolute Software will provide Computrace for Netbooks, an anti-theft system that allows the Netbooks to be located if they were stolen. It also includes the ability to remotely remove data or freeze computers that are missing or stolen. 				
Supplies				
Printer Paper	\$200	\$0	\$0	\$200
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$200	\$0	\$0	\$200
Explanation:				
<ul style="list-style-type: none"> •Printer paper: cost for creating promotional flyers to advertise new services and resources and for the creation of instructional brochures to give out to the public when accessing the wireless network or borrowing Netbooks. 				
Other Charges				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Operating Expenses Subtotal	\$73,000	\$0	\$0	\$73,000
Project Total				
(Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$104,000	\$0	\$32,235	\$136,235
Indirect Cost (up to 10%)	\$0	\$0	\$0	\$0
Grant Totals	\$104,00	\$0	\$32,235	\$136,23

FUTURE FUNDING

Briefly describe how this project will be financially supported in the future.

The Oxnard Public Library is committed to providing the latest technological resources to our users and tailor services based on our community's need. The library will continue to seek special funding and grants from corporate, foundation, state, and federal sources to maintain and enhance services that are costly yet imperative. We will pursue E-Rate funding for equipment and network enhancements. Continued library staff involvement in the daily operation of this project, minor equipment costs and repairs, replacements, and maintenance and license agreements will be covered by City of Oxnard funds. The continuation of this project will also be funded through the generous support of the Oxnard Friends of the Library Foundation, as they too are committed to supporting the library's endeavors in ensuring technological access to members of our community.

ELEMENT 6: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2010/2011

Check the Appropriate Library Type

Public Library Academic K-12 Multi-type Special/Other

As duly authorized representative of the applicant library, I hereby certify that: *(check only one of the following boxes)*

- A. The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. The applicant library has not yet complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. However, the applicant is undertaking actions, including any necessary procurement procedures, to put into place an Internet safety policy that meets these requirements. The applicant library will be in compliance with the requirements of Section 9134(f)(1) before the library receives funding for a subsequent year.
- C. The requirements of Section 9134 (f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct cost associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorizing Official

Date

ELEMENT 6: ATTACHMENTS

References Cited

1. *Oxnard Public Library Community Survey* (2008).
2. *Three Year Library Technology Plan* (2009).
3. *Oxnard Public Library Strategic Plan of Service* 2010-2015.
4. Ibid.

Contacts Made

1. Dell Computer Corporation
2. National Lan Exchange
3. Rushton Brandis, CIPA Coordinator, State Library
4. Verizon Business Systems

Surveys

1. **Oxnard Public Library Technology Survey:** Survey for public upon return of borrowed Netbooks or after accessing the library's wireless network. (Available in English or Spanish)
2. **Oxnard Public Library Computer Class Survey:** Survey for public after each Netbook computer class. (Available in English or Spanish)

Job Descriptions

- Computer Network Engineer I/II
- Librarian I
- Library Aide I/II
- Library Aide III-Graphic Artist
- Library Director
- Library Page
- Library Services Supervisors

Oxnard Public Library Technology Survey

The Oxnard Public Library I.M.P.A.C.T (Improving Mobility and Patron Access to Current Technology) Project features wireless internet access and Netbooks that are available to check out. Please read the following statements and mark the response that you **MOST** agree with:

Before the I.M.P.A.C.T. Project, internet access and library computers were generally available to me.

Strongly Agree	
Agree	
Somewhat Agree	
Somewhat Disagree	
Disagree	
Strongly Disagree	

Since the implementation of the I.M.P.A.C.T. Project, internet access and library computers are generally available to me.

Strongly Agree	
Agree	
Somewhat Agree	
Somewhat Disagree	
Disagree	
Strongly Disagree	

Oxnard Public Library Computer Class Survey

The purpose of the Netbook Computer Class is to increase student knowledge on how to use a wireless Netbook/Laptop to access the internet and other electronic resources. Please read the following statement and mark the response that you **MOST** agree with:

Since taking the Oxnard Public Library's Netbook Computer Class, I have a greater understanding of how to operate a wireless Netbook/Laptop and use it to access the internet and other electronic resources.

Strongly Agree	
Agree	
Somewhat Agree	
Somewhat Disagree	
Disagree	
Strongly Disagree	

Additional Comments:

Job Descriptions of those involved with LSTA Grant

Computer Network Engineer I/II

Provides installation, maintenance and technical support services for computer platforms, local area networks and peripheral computer equipment; performs trouble shooting tasks for LAN and mid-range computer systems; performs related duties as required.

Librarian I

Performs a wide variety of professional librarian duties including reference, cataloging, children's or adult services, branch activities, automated services and internet; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of other library services positions; performs patron and administrative services duties as assigned; performs related duties as required.

Library Aide I/II

Performs a wide variety of technical and clerical library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs customer service duties as assigned; performs related duties as required.

Library Aide III-Graphic Artist

Performs a wide variety of advanced technical and clerical library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs customer service duties as assigned; and performs related duties as required.

Library Director

Oversees operations of the entire library system including strategic planning, budgeting and finance, facilities, and capital projects. Supervises all library locations through direct supervision, development, and review of Library Services Supervisors. Additionally responsible for indirect supervision of all other staff to include provision of adequate training and direction, setting clear expectations, coordinating assignments, giving appropriate coaching and feedback on job performance, and disciplinary action when necessary. Provides direction in developing guidelines and procedures for customer service, reference, circulation, collection maintenance, and other library services.

Library Page

Performs routine activities such as shelving and retrieval of all library materials and a wide variety of simple clerical tasks to support library operations including: using an automated system to check out and check in library materials, and assisting library patrons with computer issues, the internet, Microsoft Office Suite, the computer reservation system, and the print management system.

Library Services Supervisors

Plans, coordinates, supervises and directs the activities and operations of a major library divisions such as Public Services, Circulation Services or Support Services; coordinates divisional activities with other divisions, departments and outside agencies or organizations; establishes division goals, objectives, policies and procedures in accordance with the Library and City mission statement and goals; provides professional, administrative and technical support to the library management team; performs related duties as required.

ELEMENT 8: ASSURANCES

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) comply with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant

- (f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation or paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

DO I HAVE AN OUTCOME MEASUREMENT PROJECT?

A very simple way to look at an outcome measurement project is that it causes change in a target audience's skills, knowledge, skills, behavior, attitude, and status or life condition.

The following form is designed to help you figure out if your project is suitable for outcome measurement (Element 3, D on LSTA application). Please complete this form and submit with your LSTA Competitive Grant Application.

Directions:

1. Discuss the following questions with your colleagues and decide if the answer is "Yes" or "No". Place an X in the appropriate box for each question.
2. When you are finished with each section, total the number of "Yes" answers in each section and record your answers on the Sub-total line.
3. When you have completed all four sections record the Sub-totals for each section in the Score box at the end of the form.
4. If 15 or more of the answers are "Yes", your project is well suited for OM. If not, you need not fill out Element 3, D on the LSTA application.

Purpose and Design of Project

YES	NO	
X		1. Has the project been developed in response to an identified need?
X		2. Can this project have a significant (not total) influence on the need?
X		3. Is impact on the end user a major purpose of the project?
X		4. Is the project more concerned with impact than with outputs?
X		5. Is it more concerned with public service than with internal library operations?
X		6. Is the project focused on effectiveness rather than efficiency?
X		7. Is it focused more on users' benefit than users' satisfaction?
X		8. Does the project – or a user's participation in it – have a distinct beginning and end?
8		Sub-total

Users

YES	NO	
X		9. Are users clearly defined?
X		10. Do the users participate consistently so you can track their progress?
X		11. Will users be willing to participate in an evaluation?
3		Sub-total

Impact

YES	NO	
X		12. Is the desired impact measurable?
X		13. Will the impact occur within a few years (so that it can be observed)?
2		Sub-total

Management, Staff and Stakeholders

YES	NO	
X		14. Does the management and staff have a service or user orientation?
X		15. Is the project stable enough to undertake this endeavor?
X		16. Is there library leadership commitment to devote resources to outcome measurement and then to act on the results?
X		17. Are the project stakeholders supportive?
X		18. Will measuring outcomes provide useful feedback to improve the project?
X		19. Will measuring outcomes improve accountability to library or stakeholders by demonstrating effectiveness?
6		Sub-total

Score

YES	NO	SECTION
8		Purpose and Design of Project
3		Users
2		Impact
6		Management, Staff and Stakeholders
19	0	TOTAL

Prepared by: _____ Date: _____

From Rhea Joyce Rubin. *Demonstrating Results: Using Outcome Measurement in Your Public Library*. ALA Editions, 2006.